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6 April 1973

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the Intelligence
Community
Director, Planning, Programming and
Budgeting
General Counsel
Legislative Counsel
Inspector General
Director of National Estimates

SUBJECT : Federal Executive Institute Seminar

1. The Federal Executive Institute announces the "Charlottesville Seminar for Top Managers." This seminar is aimed at the general field of managerial effectiveness in government services, and it will be held during the period 24 - 27 April 1973 at Charlottesville. Only GS-18 candidates will be considered.

2. Please submit the names of your nominees, by memorandum or telephone, to my office by COB 10 April 1973.

STATINTL

HAROLD L. BROWMAN

Deputy Director
for

Management and Services

cc: AO/DCI

12 APRIL - ADVISED DTC WILL NEGATIVE -
O'DONNAN HANDLING THIS DIRECTIVE.
12 " - D/MMS SECRETARY ADVISED
BY PHONE THAT JOHN
MR MARION 12/04L WILL
ATTEND -

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12 April 1973

25X1A

Mr. Brownman's secretary telephoned me late this afternoon to advise that John McMahon, Director/ELINT has been selected to attend the Charlottesville Seminar for Top Managers. Mr. Brownman requests that FEI be advised that McMahon is a "senior GS-17 shortly to be promoted to GS-18".

I telephoned Mr. McMahon's office and asked that they forward Form 136 ASAP which they will do. Mr. McMahon has asked for course information, etc. (I do not believe any exists but I told them I would check.) I advised Kathy in O-DTR that Mr. McMahon has been selected.

I completed (in part) the attached Form 37 for transmittal to FEI. Note: Cost of Course is incomplete. Maybe a formal letter should transmit the form.

Miriam

4/13/73

Called FEI Mr. Pat Conklin 703-

296-0181 to verbally enroll McMahon.

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Cost. - \$280. FEI is sending ^{meals + lodging} to us 1 re course background - asking for Bio data